

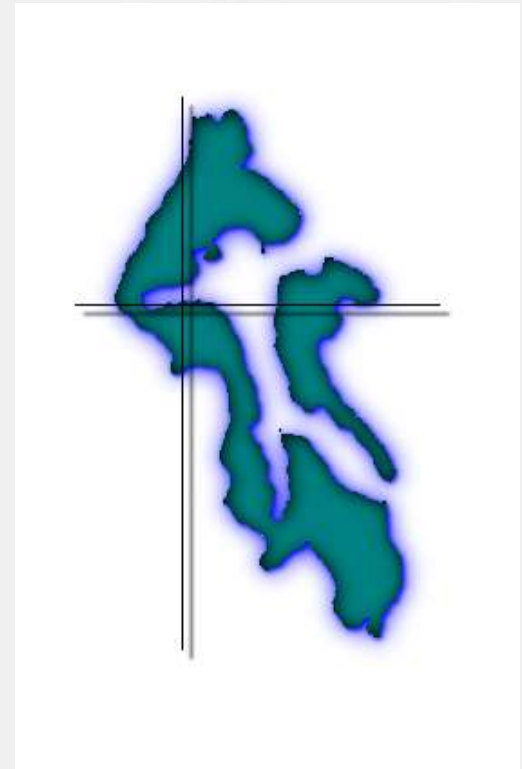
# Island County Planning and Community Development



Permitting 101

# Who are we?

The Planning & Community Development Department consists of planners (both current-use and long-range), development coordinators, building inspectors, plans examiners, permit managers, permit technicians, and a code enforcement officer.



# What we do?

- o Our department is responsible for the regulation of land-use and development within unincorporated Island County in order to protect the health, safety, and welfare of County residents
- o We review development proposals by land owners to ensure they are consistent with Federal, State, and County regulations.

# When do you need a permit?

- Building, construction, modification
- Development in a FEMA flood zone
- Land Use changes and site development
- Ebey's Landing Historical Reserve

# Building & Mechanical Permits

No building or structure, electrical, mechanical, plumbing system shall be installed, constructed, enlarged, altered, occupancy changed, repaired, moved, removed, converted, demolished, replaced, changed, without first submitting application and obtaining a permit.

# Permit Required vs. Permit Exempt

[http://www.islandcounty.net/planning/documents/2012C  
ODE-Requiredpermits071913.pdf](http://www.islandcounty.net/planning/documents/2012C<br/>ODE-Requiredpermits071913.pdf)

# Flood Development Permit

As a result of FEMA Regional Flood Insurance regulations, any construction within a FEMA designated flood plain requires:

- o Flood Development Permit
- o (Possibly) A Biological Site Assessment

Permits related to, but not limited to: clearing and grading, critical area encroachment, land use development, shoreline or flood plain development, and projects within Ebey's Landing Historical Reserve might also be required.

*Please note that being exempt from one form of a permit does not necessarily mean you are exempt from another form of a permit.*

# Land Use Permits

- o Zoning
- o Parcel Alteration
- o Clearing and Grading
- o Critical Area
- o Shoreline
- o Temporary Use
- o Vicinity of Cultural Resources
- o Endangered Species

# Zoning Permits

- o Certificate of Zoning Compliance –  
Get your Existing Use approved “Grandfathered”
- o Zoning Amendment-  
Change your zoning
- o Zoning Code Interpretation-  
Have Planning officially interpret the zoning code for your situation
- o Site Plan Review-  
Permit a Use that is classified as Conditional Use in your zone for commercial and non-residential uses

# Parcel Alteration Permits

- Boundary Line Adjustment-

Change the location of a property line between two parcels. Without creating a new lot

- Short Plat-

Subdivide a parcel into four (4) or less lots

- Long Plat-

Subdivide a parcel into five (5) or more lots

- Planned Residential Development-

Type of subdivision that allows for clumping, more open space and flexible design, theoretically better than a traditional lot-by-lot development

- Plat Alteration-

A change to a recorded subdivision

# Clearing and Grading Permits

o For the removal of vegetation, excavating, cutting or filling above the following thresholds:

1. In or near a Critical Area
2. Greater than 2 acres
3. Greater than 500 cubic yards of material
4. In a Shoreline jurisdiction
5. In an area of known cultural resources
6. In a habitat/buffer of endangered species



# Critical Areas

Any development in the vicinity of a critical area is likely to require a land use permit or a Critical Area Alteration Permit.

- o Wetland
- o Geologically Hazardous areas or steep slopes
- o Fish and Wildlife Habitat Conservation Areas
- o Frequently Flooded Areas
- o Aquifer Recharge Areas
- o Critical Drainage Areas



# Shoreline Permits

*Any Development within 200 feet of OHWM*

- o Shoreline Exemption Limited Review-
- o Shoreline Exemption Type I or Type II
- o **Shoreline Substantial Development Permit**
- o Shoreline Conditional Use Permit
- o Shoreline Variance Permit

# For more details:

WAC 173-27 Shoreline Management Permit and Enforcement

ICC 16.21 Shoreline Management

ICC 17.05 Shoreline Use Regulations



# Temporary Use Permits

- Temporary Event
- Temporary Residence - construction or infirm relative
- Temporary Event Venue



# Special Development Considerations

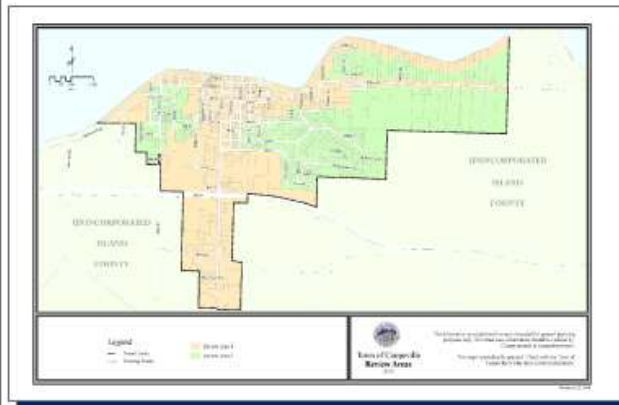
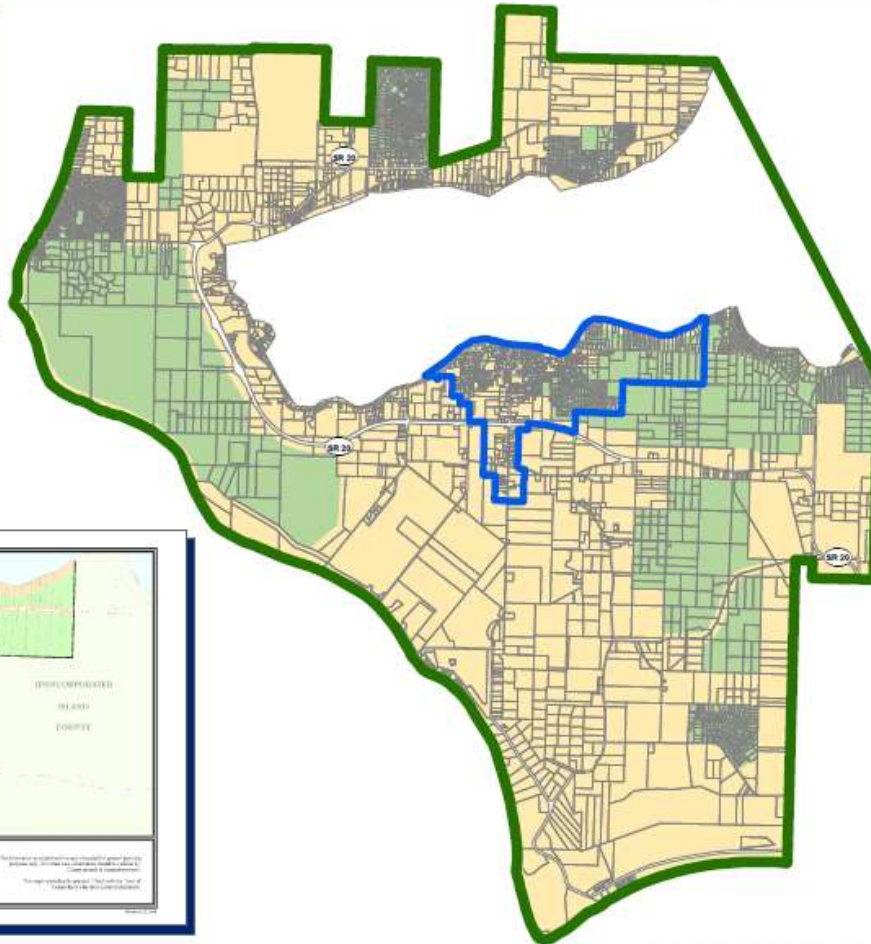
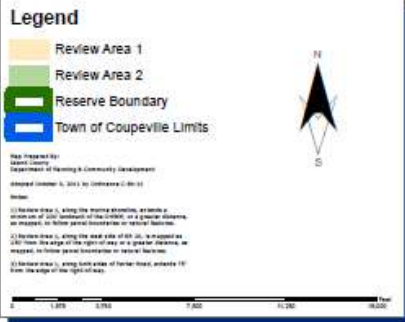
Other Agency approval may be required in conjunction with County Permits for:

- o Development in the vicinity of known Cultural Resources
- o Development within the habitat or buffer of Endangered Species



# Ebey's Landing National Historic Preserve

On October 3, 2011, the Board of Island  
County Commissioners adopted Ordinance  
C-84-11 which established a unified code and  
design review manual with the Town of  
Coupeville for properties within Ebey's Landing  
National Historic Reserve.



# How to Get a Permit

1. Make an appointment if you need help determining which permits you need.
2. Printable forms are available at [www.islandcounty.net/planning/permits.htm](http://www.islandcounty.net/planning/permits.htm)
3. Submit your application and fees in person by 2:00 pm at Coupeville or Camano Annex – *Land use permits require a submittal appointment.*
4. All application requirements must be met in order for your application to be accepted for review.

# How Long do Permits Take?

- o Most permits have a maximum review time of 120 days, many permits are processed in less time.
- o The review period begins on the date the County mails out a notice of complete application to the applicant. The review period stops if the County requests more information from the applicant and starts again once the County has received the requested information.
- o You will be notified when a decision has been issued regarding your application.

# Violations

What do you do if you suspect your property has not met these requirements?

- o Contact the Planning Dept. to research permitting history.
- o Submit after-the-fact permits to comply with regulations.
- o Unfortunately violations carry forward with the property to new owners.
- o There are provisions to reduce or waive penalties for special circumstances, i.e. new ownership.

# Other Services

- Pre-Application Conference: Staff from respective departments will evaluate your proposal and provide feedback prior to the formal application process. This is the time to ask questions and get a clear understanding of permit requirements before submitting a formal application.
- Preliminary Critical Area Determination: A low cost service provided to assess a property for the presence of wetlands and other critical areas. The determination goes to the owner or authorized agent.
- Plans review: Plans Examiners will review building plans for compliance with International Building Code.

# Where to find us:

- o Coupeville:

1 NE 6<sup>th</sup> Street, PO Box 5000  
Coupeville, WA 98239  
360-679-7339

- o Camano:

121 N. East Camano Drive  
Camano Island, WA 98282  
360-387-3443

- o World Wide Web

[www.islandcounty.net/planning](http://www.islandcounty.net/planning)



Before you establish a use on or develop your property, we encourage you to contact our department to help ensure you obtain all necessary permits.